

Scanning Documents Into AHLTA

AMEDD AHLTA Best Business Practice

29 Nov 06

The AMEDD AHLTA Program Office currently deploys the HP ScanJet 5590c as part of the standard hardware configuration. Although other scanners can be utilized with AHLTA, this document details the best practice for efficient and effective use of the standard hardware configuration. After your review and utilization, any improvements to this document that you discover should be emailed to david.freeman@se.amedd.army.mil for inclusion in future versions to aid all AMEDD AHLTA users. Your continued use of AHLTA and assistance in improving it is greatly appreciated.

This document details two options for scanning documents into AHLTA:

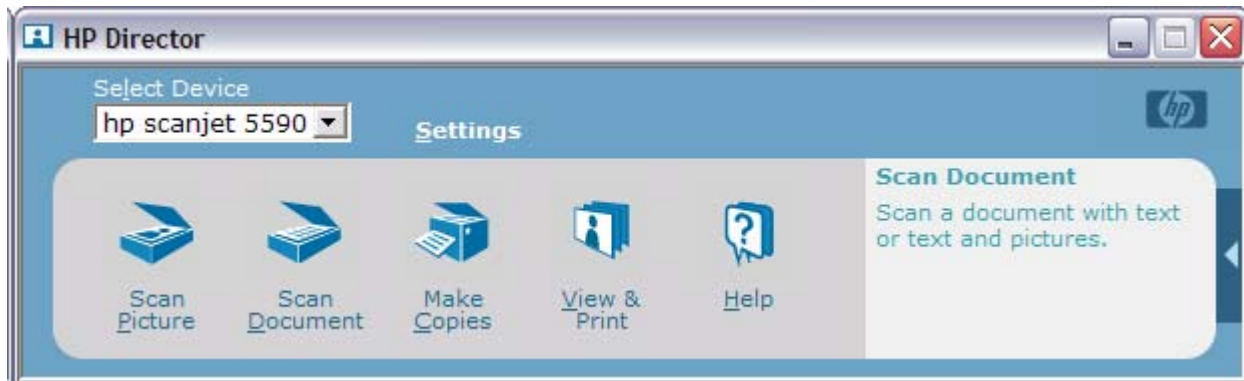
HP Director software (if available)

Microsoft Word with Windows Camera and Scanning Wizard

Setup Using HP Director software – This requires the software be installed on your computer. If this is not the case, try the other option.

This section is the setup. The scanning procedure follows.

Open the HP Director software by clicking Start – Programs – Hewlett Packard – Scanner - HP Director.

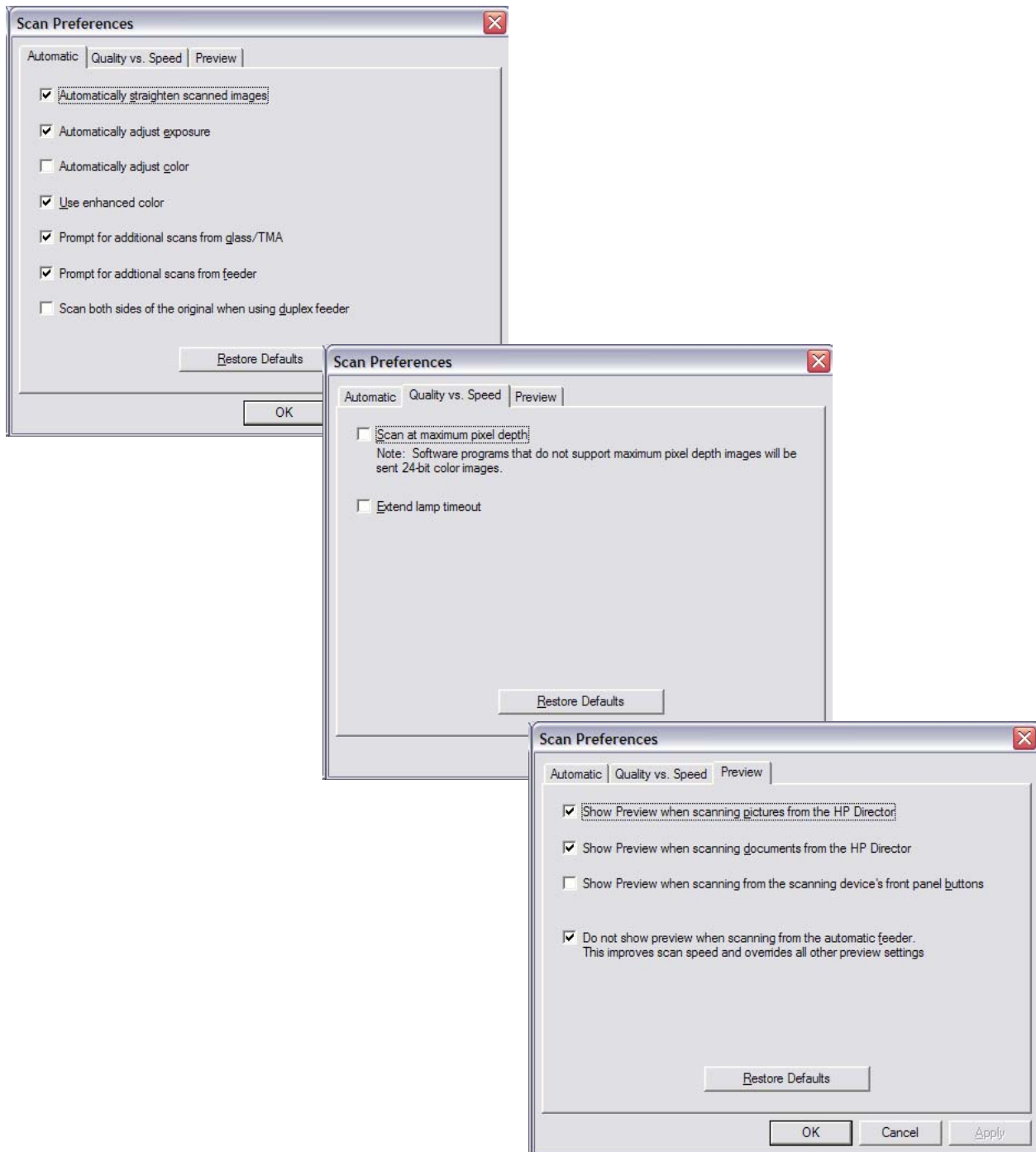


Click on Settings to setup your preferences for each section as indicated.

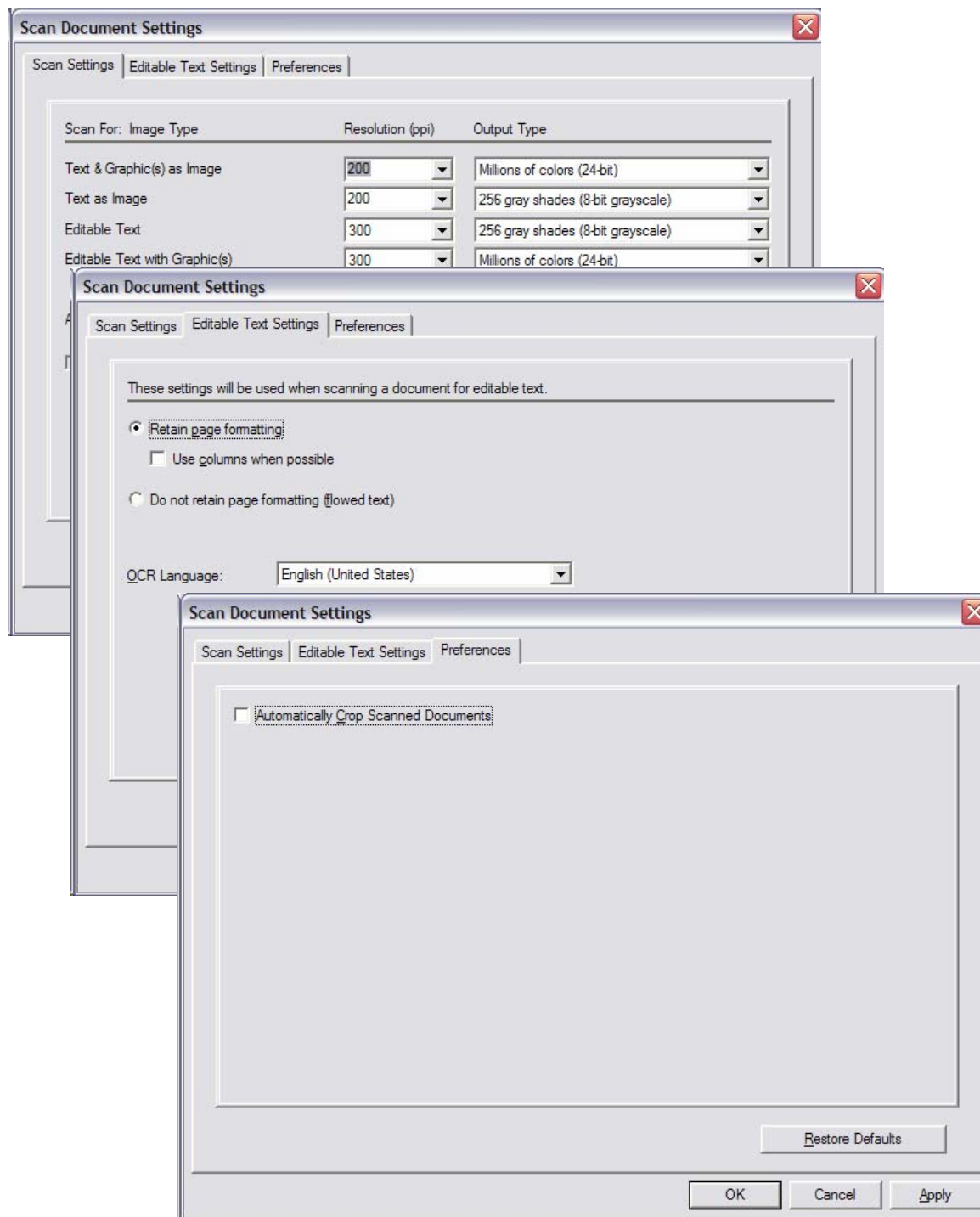
Recommend General Settings

- 150 to 300 ppi
- Black and white (for text documents) or grayscale/color (for images)
- G4, JPEG, LZW, Packbits, or other
- PDF, TIFF/MTIFF, PNG
- Resize as needed

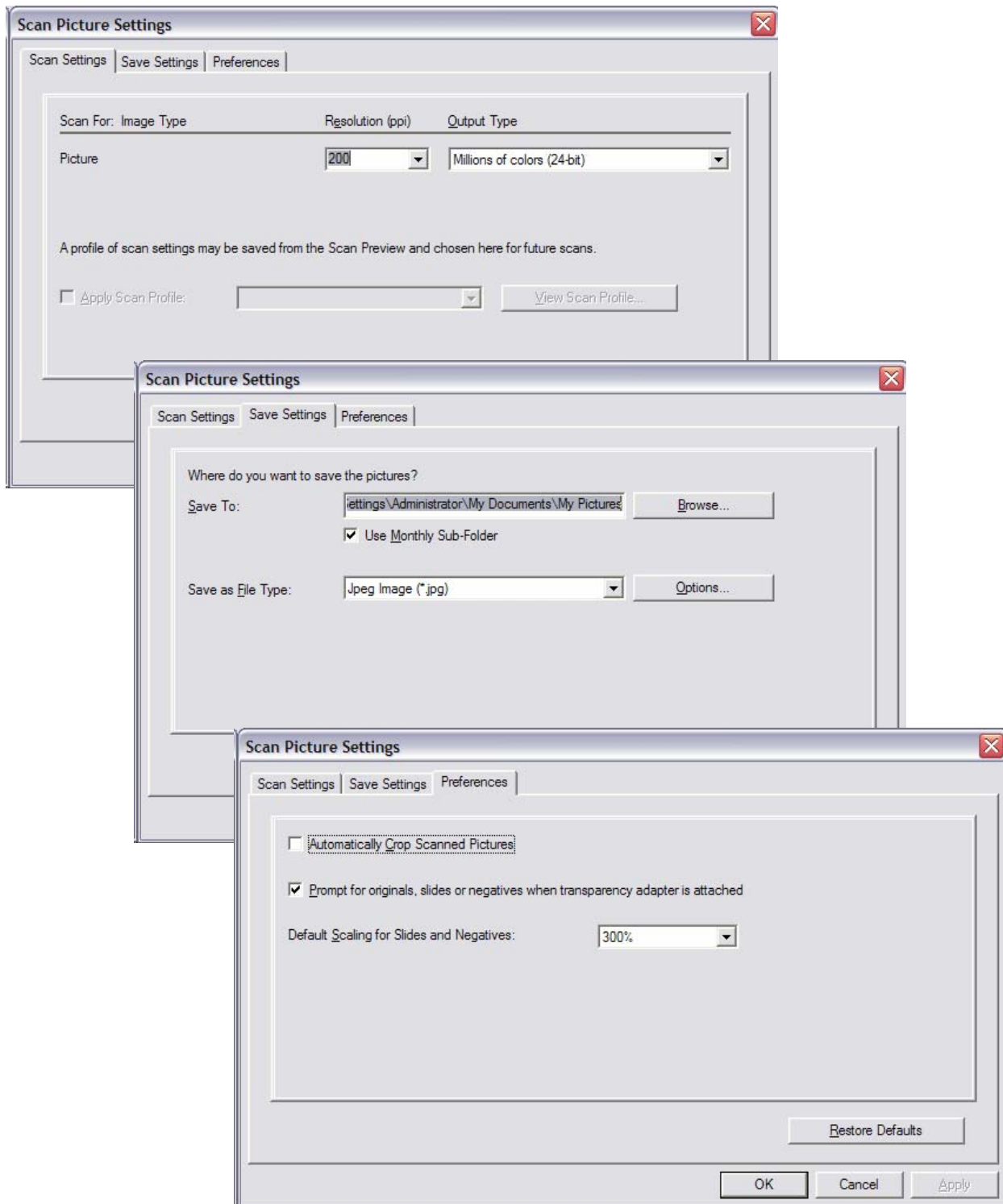
Scan Preferences



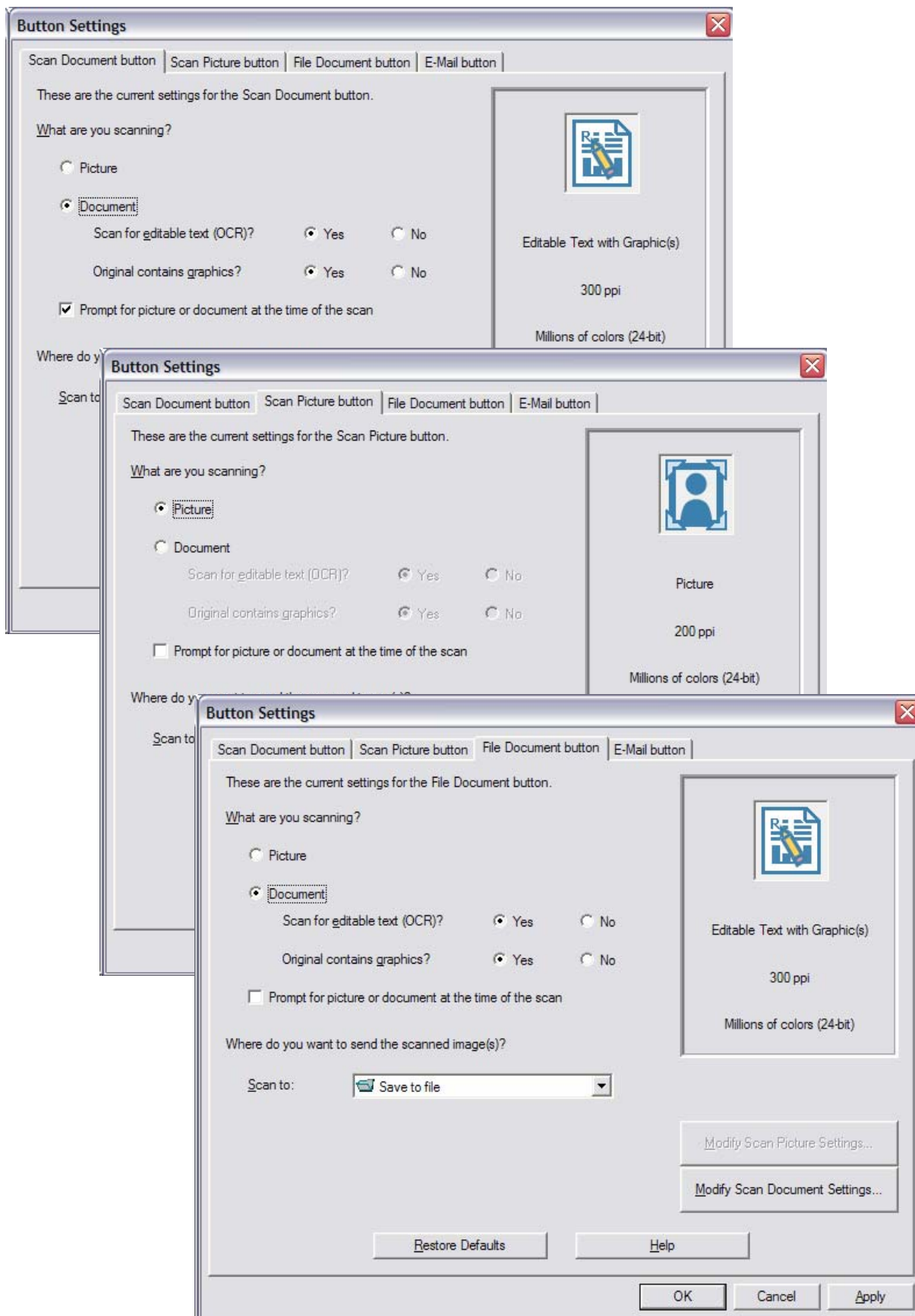
Scan Document Settings



Scan Picture Settings



Button Settings



Using the above guidelines, you can setup your scanner to scan documents at one setting and images at another.

Scanning using the HP Director software

To scan documents/images, simply place the document on the scanner (or in the automatic feeder for multi-page documents) and press one of the two buttons you've programmed.

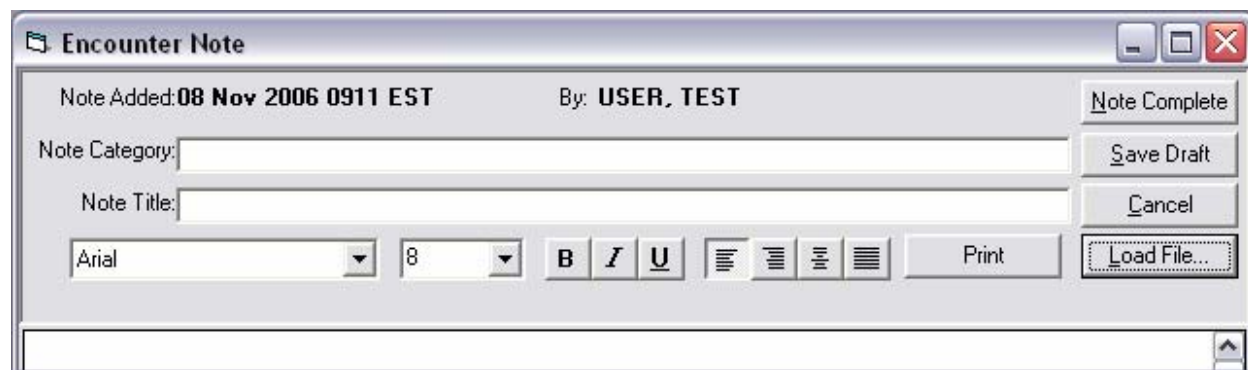
For images, press the Scan Picture button on your scanner. When the first page of the picture has been scanned, you'll see this prompt:



If you have multiple pages to scan, place the second image on the scanner and click the Scan button. Continue until you're scanned all the pages, then click the Done button and follow the prompts to save the file.

You can use the same procedure to scan single or multi-page documents by pressing the Scan Document button.

Once you've saved your document, you can Import your documents directly into the Clinical Notes or Add Note section. Click on the Load File button to start.



If this does not work because of file formats, you can instead Import the files into a Word document and follow these steps:

Open a new document in Microsoft Word. Depending on the margins of the document being scanned, it may be necessary to use the **File>Page Setup** option to change the Top, Bottom, Left, and Right margins to scan the entire document without cutting off any information. The standard margins are 1.0" all around. You may have to change the margins to 0.5" or 0.3".

From the Word document, select **Insert>>Picture>>From File**. Navigate to where you saved the files and Insert them into the document. Once this is done, click on the image so that its outline becomes highlighted. Copy the image (You can copy something in any of these three ways: 1. Right-click and select **Copy**, 2. From the **Edit** menu, click **Copy**, or 3. Use the keyboard command **Ctrl + C**).

Log on to AHLTA. Open the appropriate patient encounter. On the Encounter Summary screen, click the **Add Note** button and select **New Note** from the *Select Note* window. The **Add Note** window displays. Click inside the note workspace (the large white area on the bottom half of the window).

Paste the image into the workspace. (You may do this in one of three ways: 1. Right-click and select **Paste**, or 2. From the **Edit** menu, click **Paste**, or 3. Use the keyboard command **Ctrl + V**).

Enter any appropriate information for the **Note Category**, and **Note Title**. Click the **Note Complete** button to save and close the note. The scanned image will appear as part of the encounter in the **AddNote** section of the electronic SF 600.

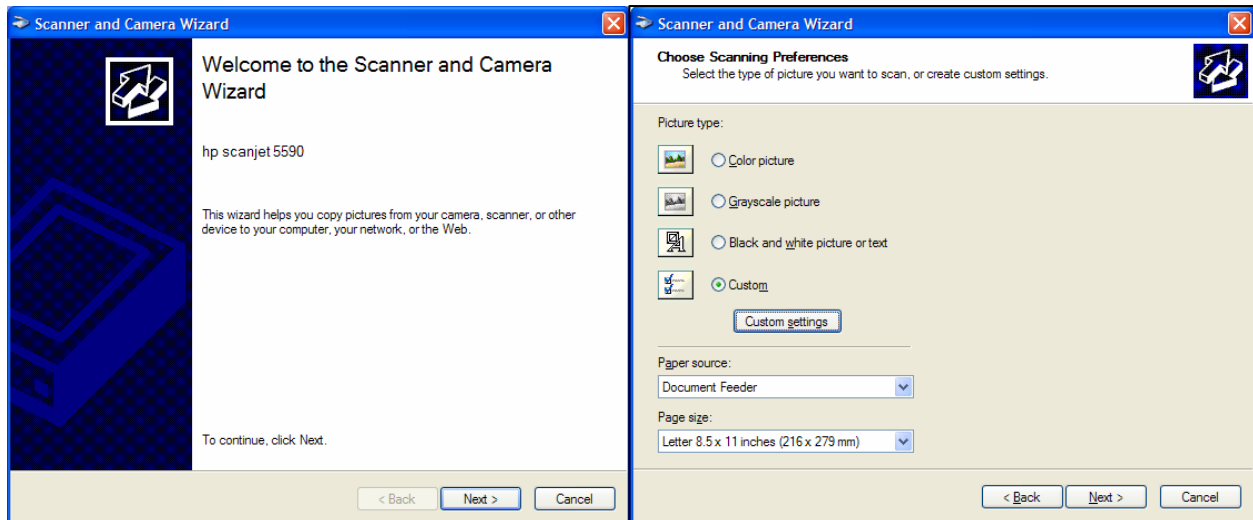
The screenshot displays the AHLTA Training System interface. The main window is titled "USER, TEST: Military Clinical Desktop - Encounters (Privacy Act of 1974/FOUO) - Training System". A sidebar on the left shows a "Patient List" for "CLOUD, ROSE 01/645-21-00" with various medical history categories like "Demographics", "Health History", "Problems", "Medications", "Allergies", "Immunizations", "Vital Signs Review", "PKC Couplings", "Readiness", "Patient Questionnaires", "Lab", "Radiology", "Clinical Notes", "Previous Encounters", "Flowcharts", "Current Encounters", "Screening", "Vital Signs Entry", "SAD", "A/P", and "Disposition".

The "Encounter Note" window is open, showing a note added on "20 May 2006 1242 EDT" by "USER, TEST". The note contains a scanned document titled "Athletic Participation/Parental Consent/Physical Examination Form" from the "VIRGINIA HIGH SCHOOL LEAGUE, INC." The form includes fields for "Part I - Athletic Participation" such as "Year", "Name", "Home Address", "City/Zip Code", "Home Address of Parents", "City/Zip Code", "Date of Birth", and "Place of Birth". It also contains "INDIVIDUAL ELIGIBILITY RULES" and a section for "Parental Consent/Physical Examination Form".

Scanning Using Microsoft Word

This procedure uses MS Word to resize your full-size sheets and allow pasting of all pages at one time into an AHLTA Add Note or Clinical Note.

The scanning is done using the Scanner and Camera wizard. The image files are then brought into MS Word, in mass, where they are automatically resized. These image files are then pasted (again, in mass) into the AHLTA encounter or Clinical Note.



Once the scanner has been successfully installed an icon will appear in the Scanners and Camera icon in Control Panel. Click on Start and then control panel. Click on printers and other hardware (if in Category view). Locate the Scanners and Cameras icon in Control Panel and double click the icon for the scanner. Once the scanner icon is clicked the scan wizard will start. Click "Next" to proceed to the next step (A shortcut to the Scanners and Camera folder can be placed on your desktop for easy access).

After you click "Next" you will be presented with another step in the wizard. If pages were already fed into the sheet feeder the "Paper Source" will populate with a source of Document Feeder, if not, now is the time to insert your pages in the document feeder, then select document feeder from the Paper Source pull down box.

Page size should be changed to Letter 8.5 x 11. Under picture type select Custom and then Custom Settings. Under Custom setting, change resolution from 200 to 150 dpi. If possible, ensure that Black and White is selected. Click OK and then "Next" to proceed. Changing both the resolution and settings to black and white will greatly reduce the file size and allow for faster saving. Change these settings only if it still allows for a readable image.

The next step in the wizard allows you to pick a destination for the scanned images. The default location for the scanned documents is under each individual user's profile - My Documents\My Pictures. If a name is entered into field 1 - "Type a name for the group of pictures", a new directory will be created under My Pictures reflecting the name of what was populated in this field. We suggest using the Patient's last name. After these images are entered into the AHLTA encounter, these files can be deleted by deleting the folder.

In Field 2, "Select a file format", select PNG. This will allow for a reduced file size. Field 3 represents the destination of the scanned images and does not need to change unless the images are to be stored in a different location. Click "Next" to proceed.

The screenshot shows the 'Scanner and Camera Wizard' window with the title bar 'Scanner and Camera Wizard'. The main heading is 'Picture Name and Destination' with the instruction 'Select a name and destination for your pictures.' Below this, there are three numbered steps: 1. 'Type a name for this group of pictures:' with a text box containing 'png test' and a dropdown arrow. 2. 'Select a file format:' with a dropdown menu showing 'PNG (PNG Image)'. 3. 'Choose a place to save this group of pictures:' with a text box showing 'My Pictures\png test' and a 'Browse...' button. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

After clicking "Next", the following scanner window will open and the scanner will begin to scan the images to separate files. The files will be named with the name provided and 001, 002 etc.

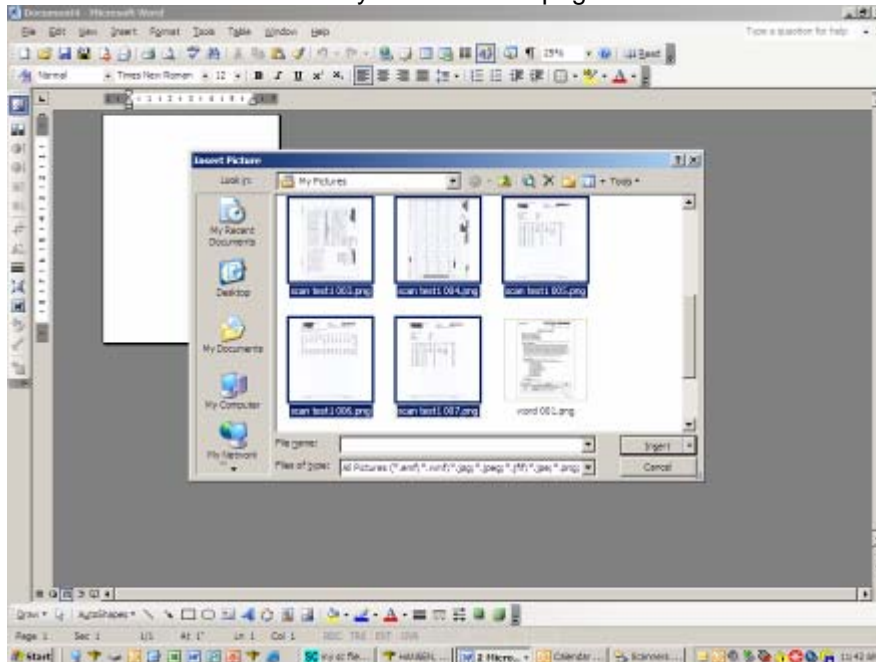
Once the scanner has completed scanning all the documents in the feeder, the next window will open. "Nothing. I'm finished working with these pictures" will be the default setting. Select "Next".

On the next window, select Finish.

The screenshot shows the 'Scanner and Camera Wizard' window with the title bar 'Scanner and Camera Wizard'. The main heading is 'Other Options' with the instruction 'You can choose to keep working with your pictures.' Below this, it says 'Your pictures have been successfully copied to your computer or network. You can also publish these pictures to a Web site or order prints online.' Then, it asks 'What do you want to do?' with three radio button options: 'Publish these pictures to a Web site', 'Order prints of these pictures from a photo printing Web site', and 'Nothing. I'm finished working with these pictures' (which is selected). Below the options is a link 'Learn more about working with pictures'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

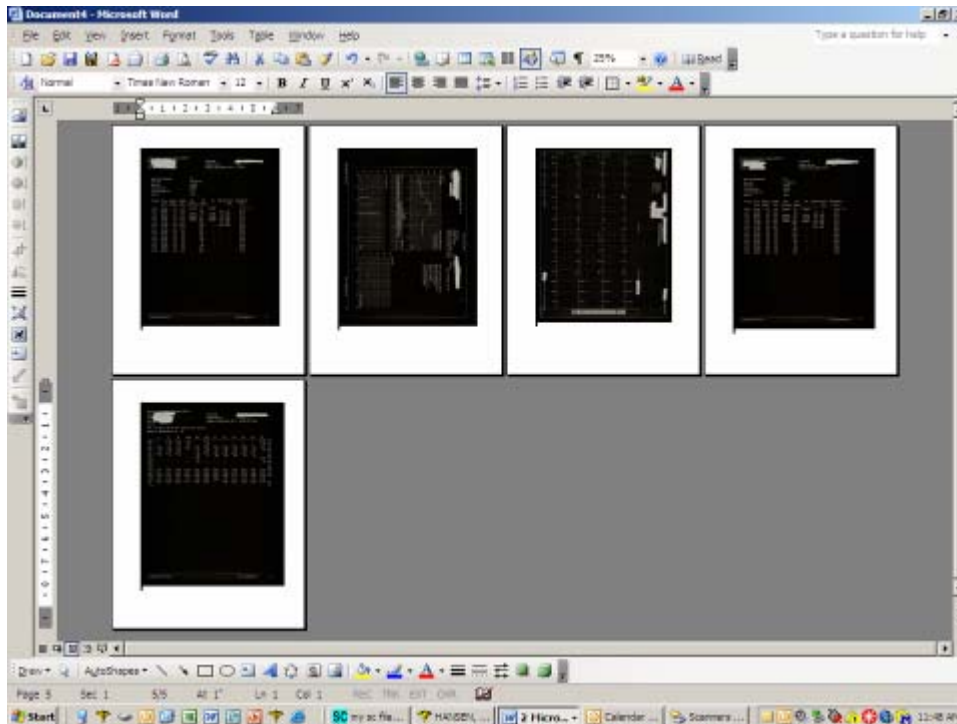
With the image files saved, open MS Word with a blank document. In testing, the margins did not require adjusting from the defaults settings of Left and right at 1.25 and top and bottom at 1 inch. If you find this isn't working, you may save a blank file with different margins and use that as a template each time.

Click on Insert -> Picture -> from File. (See information at the end of this document for instructions for placing a button on your tool bar for easy access to this option.) Navigate to the folder where your image files are stored. Select ALL images belonging to this patient. Click on Insert. You may find it easier to view the document at 25% size so you can see all pages.

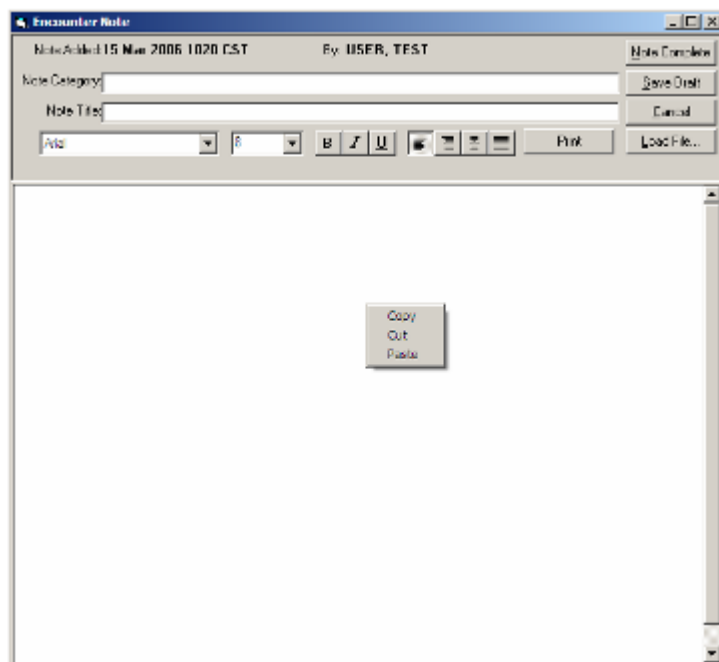


These images should fit one per page. Next you will insert a line after each image. This will allow all images to paste to the right of the Add note box. If this is not done, your images will attempt to go left to right and of course, cut off the right image in the Add Note box. Click just outside the lower right corner of the image and hit the enter key. The cursor should move to the lower left corner of the image. Perform this step for all images. (You may have to do this twice per image).

Select ALL images by using CTRL A or Edit -> Select all. (See information at the end of this document for how to place a button on your toolbar to easily perform this function). You should see all of your images highlighted in black. NOTE: The small tag at the lower left of the image is an extra line. Once all images are selected, Copy them to your clipboard using CTRL C or Edit -> Copy.



Switch to your AHLTA encounter and open up an Add Note box. Select New Note Click in the large white work space (with the left mouse button) then right click in the same large white work space and select paste.



The Note Category and Note Title are optional.

Click on Note Complete to save your note.

After all images have gone in click on note complete to save your note.

Scroll down through the encounter to ensure all pages went in correctly and none are attempting to start on the right. If there are images starting to the right of another image, click on Add Note, then Edit Note to bring it back up. Ensure there is a blank line between each image (It won't hurt anything to have two blank lines if you are unsure one is there or not).